

# California Cultural and Historical Endowment

## **Grant Application**

**September 3, 2004**

California Cultural and Historical Endowment  
State of California

## **Contact Information**

For all questions and inquiries regarding the CCHE Grant Application or information about CCHE in general:

Telephone: (916) 651-8223

Email: [endowment@library.ca.gov](mailto:endowment@library.ca.gov)

Website: [www.library.ca.gov/cche](http://www.library.ca.gov/cche)

TOLL FREE NUMBER: 1-866-311-2178

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# California Cultural and Historical Endowment

## Introduction

The California Cultural and Historical Endowment (CCHE) is a new state agency established in 2002 through legislation authored by Assemblymember Marco Firebaugh, (CA Educational Code §20050 et seq). One of its main goals is to create a competitive grant program to fund public agencies and nonprofit organizations that will share the many stories and narrative events that embrace California's culture and history.

As you read through this information and references to the authorizing legislation creating this program<sup>1</sup>, you will note the broad range of projects that can be highlighted to explore and illustrate the stories of California's culture and history. Thus, CCHE is interested in recognizing and appreciating California's culture and history not simply by examining chronological eras and dates but by taking bold and broad steps into our past and present to look at all the pieces that have contributed to the success and leadership of California in the nation, and throughout the world.

CCHE's current source of funding is through funds appropriated from the California Clean Water, Clean Air, Safe Neighborhood Parks, and Coastal Protection Act of 2002, more commonly known as Proposition 40. Proposition 40 funds are general obligation bond monies.<sup>2</sup> It is important to note this information because bond monies limit the type of projects we can presently support.

At this time, \$122 million in Proposition 40 funds is available for the CCHE competitive grant program. This funding will be divided into three rounds of funding over the next three years. **This grant application addresses the 1<sup>st</sup> Cycle of the First Round of funding available. The total amount available for the 1<sup>st</sup> Cycle of the First Round will be up to \$35 million. Guidelines and policies for subsequent rounds of this grant program may change.**

The following information is to provide the reader with the basic information needed to complete the CCHE Grant Application that is attached to this booklet. A Frequently Asked Question Section has been developed on the CCHE Website to further address inquiries and comments regarding the grant application.

If, at any time, you have questions regarding the CCHE Grant Application process, please do not hesitate to call CCHE. We will try to respond to your inquiries as soon as possible. Thank you for your interest and we look forward to working with you in developing this exciting new program.

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<sup>1</sup> If you are interested in reading AB716 in its entirety, you can download the legislation from our website at [www.library.ca.gov/cche](http://www.library.ca.gov/cche).

<sup>2</sup> As stated above, bond monies, or more specifically, Proposition 40 funds, will limit the types of projects CCHE can fund during this first round of funding. For a further explanation and examples of what capital assets projects will be considered by CCHE, please refer to Question One of the CCHE Grant Application.

## **CCHE Priorities:**

Priority of funding will be to projects that:

1. Preserve, interpret, and enhance understanding and appreciation of the significant elements that add to the State's cultural, social, and economic evolution such as, but not limited to:
  - \*significant events occurring in the 20th century
  - \*unique identifiable ethnic and other communities
  - \*culturally significant changes
  - \*illustrations of California's economic strength
  - \*factors contributing to the national defense activities
  - \*California's living cultural heritage and folk life
  - \*geologic and oceanographic history, including paleontology
  - \*Native American archeology, history and culture
  - \*natural history resources
  - \*California history, archeology and culture
2. Preserve, document, interpret or enhance understanding of threads of California's story that are absent or underrepresented in existing historical parks, monuments, museums and other facilities.
3. Achieve careful balance geographically, among communities and organizations of large and small size, and among diverse ethnic groups.

## **Other Areas of Consideration:**

CCHE will also consider projects such as the preservation of other cultural and historic sites and districts that do not fall within these priorities, but are within the purview of CCHE's charge to provide grants for the acquisition, restoration, preservation, and interpretation of California's historical and cultural resources. If in doubt, interested applicants may check with CCHE staff before submitting a grant application.

Please also refer to the CCHE Grant Application Review and Selection Section of this booklet for factors that will be reviewed and considered while scoring grant applications.

## **Eligible Projects:**

In addition to the provisions of the CCHE's organic statute (AB 716), projects funded by the CCHE with Proposition 40 money must meet the requirements of the California Clean Water, Clean Air, Safe Neighborhood Parks, and Coastal Protection Act of 2002 (Proposition 40; Pub. Resources Code, § 5096.600 et seq.) as well as the General

Obligation Bond Law (Gov. Code, § 16720 et seq.). The use of bond funds must also comply with federal tax law requirements.

All state expenditures are also subject to certain limitations in the California Constitution. Article XVI, section 5 of the California Constitution restricts the use of public monies for religious or sectarian purposes. CCHE staff is seeking advice from the CA Attorney General's office to provide additional guidance as to whether grants for cultural or historical projects involving religious organizations or buildings with religious affiliations are allowable, and if so, under what conditions.

Generally, eligible projects include the following:

Costs of acquisition of interests in real property that are tangible physical property, including easements.

Costs of construction of capital assets. For this purpose, "capital assets" are defined as tangible physical property that are part of an otherwise eligible construction, development or preservation project and:

- have an "expected useful life" of 15+ years;
- have an "expected useful life" of 10-15 years (limited to 10% of net bond proceeds); or
- are equipment with an "expected useful life" of 2+ years used to carry out an eligible project.

The definition of capital assets also includes major maintenance, reconstruction, demolition for purposes of reconstruction of facilities, and retrofitting work that is ordinarily done no more often than once every 5 – 15 years or expenditures that continue or enhance the useful life of the capital asset. This may, for example, include preservation activities involving tangible physical property, such as construction or major maintenance of a building that is used for physical protection and preservation of a collection of archives. Thus, while acquisition of a collection is not eligible, a capital asset expenditure that may result in the preservation of an existing collection may be.

In addition, though acquisition of equipment is not eligible, an eligible project for the purpose of continuing and enhancing the useful life of a tangible physical asset with an expected useful life of 15 years, could include, as a minor cost, the purchase of equipment with a useful life in excess of 2 years to be used in that process.

Costs of the construction of capital assets and the acquisition of real property include costs "*incidentally* but *directly* related to construction or acquisition" in furtherance of an otherwise eligible capital asset project, including planning, engineering, construction management, architectural, and other design work, environmental impact reports and assessments, required mitigation expenses, appraisals, legal expenses, site acquisitions, and necessary easements.

Examples of projects that are **not** eligible for funding include:

- Acquisition of a long-term lease
- Acquisition of personal property as the primary purpose of the grant, such as acquisition of a collection of books, oral history recordings, or a collection of artwork
- Acquisition of equipment, such as computers or furniture
- Creation of a Web site or other intellectual property
- Regular operation and maintenance costs
- Educational workshops or programs
- Production of a film or audio-visual program
- Use of CCHE funds for the demolition or non-historic treatment of historic structures or resources that are determined eligible for listing on the National Register of Historic Places or the California Register of Historical Resources.

## DEADLINE DATE FOR CCHE GRANT APPLICATIONS: OCTOBER 1, 2004

### CCHE Timeline

1. August 30, 2004 CCHE Board Reviews and Adopts  
CCHE Grant Application and Criteria
2. September 3, 2004 CCHE Grant Application and Criteria will  
be posted on the CCHE Website and  
grant applications will be mailed to the  
public.
3. September 3 -- October 1, 2004 Acceptance of CCHE Grant Application for  
1<sup>st</sup> Cycle-Round One
5. **OCTOBER 1, 2004** **Deadline for CCHE Grant Application**  
(must be postmarked by this date)  
  
**CCHE WILL NOT ACCEPT DELIVERY OF  
LATE APPLICATIONS.**
6. October 1 -- November 16, 2004 Review of CCHE Grant Applications
7. November 20-21, 2004 CCHE Board Meets to review recommended  
package of CCHE Grant Applications
8. November 24, 2004 CCHE notifies grant applicants of awards



## **Important Information Regarding the CCHE Grant Application**

### **A. CCHE Funding Availability**

\$122 million in Proposition 40 funds is available for distribution by CCHE through a competitive grant application process.

**Up to \$35 million** of the \$122 million may be distributed during this grant application cycle of funding.

### **B. Maximum and Minimum Grant Awards:**

There are minimum and maximum award amounts for this CCHE Grant Application.

Minimum Amount: \$25,000

Maximum Amount: \$5 million

### **C. Grant Deadline:**

The grant deadline for this grant application cycle is **OCTOBER 1, 2004**. In order to be eligible, applications **MUST** be postmarked by this date.

Late applications will not be accepted.

### **D. Method of Delivery:**

The only methods of delivery that will be accepted by CCHE are the US Postal Service mail clearly postmarked on or before October 1, 2004 or using commercial express delivery services such as FedEx or DHL.

Applicants are solely responsible for determining the most appropriate method of delivery.

Faxed, hand-delivered, e-mailed and special delivery applications will not be accepted.

**PLEASE NOTE THAT LATE APPLICATIONS WILL NOT BE ACCEPTED.**

### **E. Place of Delivery:**

All CCHE Grant Applications must be mailed to the CCHE Office:

California Cultural and Historical Endowment  
900 N Street, Room 500  
Sacramento, CA 95814  
(916) 651-8223

**F. Number of Copies to be Submitted:**

Submit three full copies of your application to CCHE by **October 1, 2004**. There must be at least one original application with actual signature(s) on it.

Please do not bind the copies: attach pages together with binder clips.

If possible, please also submit an electronic copy of your CCHE Grant Application with the three full sets of required copies. You can either submit a CD or PC zip disk. This is not a mandatory requirement and will not be accepted as a substitute for the required three full sets of paper copies needed.

**G. CCHE Grant Submission Format**

All CCHE Grant Applications must follow the following format:

1. Standard letter-size 8-1/2" x 11" paper, white or light color
2. Computer printed or typed, one side only
3. Minimum 12 point font size
4. Minimum of one-half inch (1/2") margins on all sides

**H. Eligible Applicants:**

Public agencies and nonprofit organizations are eligible to apply for grants.

**"Public Agency"** means a federal agency, a state agency, a city, a county, a special district, an association of governments, a joint powers agency, or a tribal organization.\*

**"Non-profit Organization"** means any non-profit public benefit corporation that is formed pursuant to the Non-profit Corporation law, qualified to do business in California, and qualified under §501(c)(3) of the Internal Revenue Code, that has, among its principal charitable purposes, the preservation of historic or cultural resources or the provision of cultural, scientific, historic, educational, recreational, agricultural, or scenic opportunities.

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\*Tribal organization is defined as an Indian tribe, band, nation or other organized group or community, or a tribal agency authorized by a tribe, which is recognized as eligible for special programs and services provided by the United States to Indians because of their status as Indians and is identified in the Federal Register list provided by the Bureau of Indian Affairs, as that list may be updated or amended from time to time.

## Instructions for Filling out the CCHE Grant Application

1. Please read through the entire CCHE Grant Application before answering the questions.
2. You may also want to refer to the Frequently Asked Questions section that we are planning to create on our website at [www.library.ca.gov/cche](http://www.library.ca.gov/cche).
3. The application requires that you submit many items to CCHE. These are identified on the Checklist and Acknowledgment Sheet. You will have to submit the Checklist and Acknowledgment sheet with your application and sign it. It is very important that you take the time to make sure that the application is complete, and that requested documents are included. **INCOMPLETE APPLICATIONS WILL NOT BE REVIEWED.**
4. The CCHE Grant Application is divided into 3 Parts:

Part One- Face Sheet and Checklist and Acknowledgment Sheet

Part Two- Six Questions

- |             |  |
|-------------|--|
| Question 1: | Project Description and Project Goals        |
| Question 2: | Project Audience and Needs Assessment        |
| Question 3: | CCHE Priorities                              |
| Question 4: | Project Maintenance and Public Accessibility |
| Question 5: | Tasks, Budget and Matching Requirement       |
| Question 6: | Project Team and Supporting Documents        |

Part Three- Seven Attachments to the CCHE Grant Application.

- |               |   |
|---------------|---|
| Attachment 1: | Visual Description of Proposed Project                              |
| Attachment 2: | IRS Determination Letter*   |
| Attachment 3: | Non-Profit Organization by-laws*                                    |
| Attachment 4: | Non-Profit Organization Articles of Incorporation*                  |
| Attachment 5: | IRS Form 990 or 990EZ or 1023*                                      |
| Attachment 6: | Non-Profit Organization's Board of Directors, staff and volunteers* |
| Attachment 7: | Copy of Resolution  |

(\*non-profit organizations only)

5. All of your attachments should be clearly labeled.
6. An Informational Workshop will be scheduled for potential CCHE Grant Applicants to ask questions about funding eligibility. Please visit the CCHE website for further, detailed information ([www.library.ca.gov/cche](http://www.library.ca.gov/cche)) on the time, place, date and location of the Informational Workshop.

7. If you have questions about any of these instructions, or any aspect of the application process, please contact CCHE as soon as possible. In the Sacramento area, call (916) 651-8223. Outside the Sacramento area, call toll free (866) 311-2178 or email us at [endowment@library.ca.gov](mailto:endowment@library.ca.gov).

## Part One -- Checklist and Acknowledgement Form

### Page One of Two

#### Checklist and Acknowledgment Form

**NOTE: A SIGNED COPY OF THIS FORM MUST BE INCLUDED WITH YOUR CCHE GRANT APPLICATION. AFTER YOU HAVE DETERMINED THAT YOU HAVE INCLUDED ALL OF THE INFORMATION LISTED ON THIS CHECKLIST, PLEASE DOUBLE CHECK THE INFORMATION BY INITIALING AFTER EACH ITEM REQUESTED, SIGN AND DATE IT.**

Item	Initial
------	---------

PART ONE OF CCHE GRANT APPLICATION CONSISTING OF:

- |    |   |     |
|----|---|-----|
| 1. | CCHE Face Sheet (2 pages)                   | ___ |
| 2. | Checklist and Acknowledgment Form (2 pages) | ___ |

PART TWO OF CCHE GRANT APPLICATION CONSISTING OF:

Answers to Questions One-Six  
(each question must follow page/space allocation)

- |             |  |     |
|-------------|--|-----|
| Question 1: | Project Description and Project Goals        | ___ |
| Question 2: | Project Audience and Needs Assessment        | ___ |
| Question 3: | CCHE Priorities                              | ___ |
| Question 4: | Project Maintenance and Public Accessibility | ___ |
| Question 5: | Tasks, Budget and Matching Requirement       | ___ |
| Question 6: | Project Team and Supporting Documents        | ___ |

PART THREE OF CCHE GRANT APPLICATION CONSISTING OF:

Attachments to the CCHE Grant Application

- |               |   |     |
|---------------|---|-----|
| Attachment 1: | Visual Description of Proposed Project                              | ___ |
| Attachment 2: | IRS Determination Letter*   | ___ |
| Attachment 3: | Non-Profit Organization by-laws*                                    | ___ |
| Attachment 4: | Non-Profit Organization Articles of Incorporation*                  | ___ |
| Attachment 5: | IRS Form 990 or 990EZ or 1023*                                      | ___ |
| Attachment 6: | Non-Profit Organization's Board of Directors, staff and volunteers* | ___ |
| Attachment 7: | Copy of Resolution  | ___ |

(\*non-profit organizations only)

## Part One-Checklist and Acknowledgement Form

**Acknowledgement**

The CCHE grant applicant signing below declares the following:

The applicant understands that by submitting this CCHE Grant Application, that he/she is indicating that the information submitted therein is true and accurate to the best of their ability and that the applicant waives any and all rights to privacy and confidentiality of the material submitted.

The applicant also understands that if any part of the information in the CCHE Grant Application is found incorrect, inaccurate or if there is a change in the information provided in the CCHE Grant Application after it is submitted, that this information will be made known to CCHE in writing as soon as possible.

Signed:

Date:

\_\_\_\_\_

\_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

## California Cultural and Historical Endowment Grant Application Face Sheet

Applicant Name:  
(Organization or Public Agency) \_\_\_\_\_

Applicant Address: \_\_\_\_\_

Public Contact  
Regarding this Project: \_\_\_\_\_

Public Contact Telephone: \_\_\_\_\_  
Facsimile: \_\_\_\_\_  
Email: \_\_\_\_\_

Non-profit Organization Federal  
Employer Identification Number: \_\_\_\_\_

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Name of Project:  
(Short Title) \_\_\_\_\_

Project Amount:  
(Total Amount of Project) \_\_\_\_\_

Amount you are Requesting from  
CCHE: \_\_\_\_\_

Project Location:  
(indicate exact address,  
City and County) \_\_\_\_\_

Anticipated Project Start Date: \_\_\_\_\_  
(if you have already initiated your project, indicate that date)

Anticipated Completion Date: \_\_\_\_\_

Location Latitude and Longitude: \_\_\_\_\_

Website Address (if applicable) \_\_\_\_\_

### Part One-CCHE Face Sheet

Brief Project Description: (please use the space provided below)

**CCHE Use Only:**

Department Reference No.:

\_\_\_\_\_

Bond:

\_\_\_\_\_

Budget Year:

\_\_\_\_\_

Award Date:

\_\_\_\_\_

Type of Award:

\_\_\_\_\_

Project Type:

\_\_\_\_\_



**Part Two--Six Questions**  
**Page One of Three**

Instructions for Answering the Questions:

1. Please answer the following six questions listed below.
2. Each question will have a different page allotment in which to answer your question.
3. You are required to use a separate sheet of paper to answer the questions. (Do not use the application itself.)
4. You are required to have at least a ½ inch margin on all sides of each page you submit.
5. You must use a 12 point font and single space your answers.
6. Please make sure that you do not exceed your page allotment per question as additional pages will not be read or counted as part of your CCHE Grant Application.

**Question One**

**Project Description and Project Goals-Please state the benefit and contribution your project will have toward the overall goal of enhancing the threads of California's culture and history, and how your project goals will achieve this.**

Page Allotment for Question One:                      Not to exceed 2 typed 8-1/2 x11 pages  
(12 point font)

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**Question Two**

**Project Audience and Needs Assessment – Please describe your project audience and illustrate the critical needs your project will address.**

Page Allotment for Question Two:                      Not to exceed 2 typed 8-1/2 x11 pages  
(12 point font)

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**Question Three**

**CCHE Priorities – How does this project fit into the priorities of CCHE?  
(The CCHE Priorities are listed on page 5 in this booklet)**

Page Allotment for Question Three:                      Not to exceed 2 typed 8-1/2x11 pages.  
(12 point font)

## Question Four

### Ongoing Project Maintenance and Public Accessibility

**Project Maintenance - What is your plan for financially maintaining and sustaining your project after CCHE funds are exhausted? AND**

**Public Accessibility -What is your plan for making your completed project accessible to the public?**

Page Allotment for Question Four: Not to exceed 4 typed 8-1/2x11 pages for both sections.  
(12 point font)

You will have a maximum of 2 pages to answer project maintenance and a maximum of 2 pages to answer public accessibility.

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## Question Five

### Tasks, budget and matching requirement

This is a 2-part question:

**1. What are the tasks of your project and your total project budget?**

The first part of this question requires you to list and describe each individual task that will be performed to complete your project, the cost to perform the task, the source of the funding to perform the task and the deliverables. The list of tasks should be sufficiently detailed to give a clear understanding of the general flow of work necessary to complete the project but need not be extremely detailed. At the end of your form, you should also list your total budget and all sources of funding for the entire project.

*Please use the following form or a similar version of it to include the following areas. As a minimum, your form must include the areas listed below:*

Task Description	Task Budget	Itemized list of all the sources of funding used to complete task	CCHE Funding	Matching Funds	Deliverables

## **2. Match**

**How will you meet the CCHE matching fund contribution requirement?**

**All applications must illustrate that they can meet a 1:1 match. You are able to use cash and non-cash resources to meet this requirement. The format in which you present this information is up to you. However, the information must be clear enough to determine how the match will be comprised and what resources will be used toward your matching goal.**

Page Allotment for Question Five:                      Not to exceed 10 typed 8-1/2x11 pages  
for both sections of this Question.  
(12 point font)

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## **Question Six**

### **Project Team and Supporting Documents**

**Please provide information on each member of your Project Team. This list should include every individual and/or organization who will be responsible for one or more parts of implementing of your project, and a brief profile (one page maximum per team member) of each team member.**

(12 point font)

Page Allotment for Question Six:                      The page allotment will be dependent on the number of people you will list as members of your project team. Please make sure that individual profiles relate to the specific activity that they will be responsible for under this project as well as their general education and experience that you believe qualifies them to participate in this project.

Organizations involved in this project will need to list their general statement of purpose as an organization, and describe their specific role in this project.

## **Part Three-Attachments**

### **1. Visual Description of your Project**

Visual descriptions are limited to photos, maps, drawings and other images that can be easily reproduced onto an 8-1/2 x11 paper format. The visual description attachment is limited to 10 8-1/2 x11 sheets.

### **2. FOR NON-PROFIT ORGANIZATIONS ONLY:**

- a. A copy of the Determination Letter from the Internal Revenue Service (IRS) indicating proof of IRS §501(c)(3) status.
- b. Current by-laws of non-profit organization.
- c. Articles of Incorporation of non-profit organization.
- d. Resolution from the non-profit organization's Board of Directors acknowledging that the organization is applying for CCHE funding, and that the Board will be obligated to fully support the project and will assume responsibility for its implementation and continued maintenance. (sample resolution attached)\*
- e. Copy of most recent IRS Form 990 or 990EZ
- f. If the non-profit organization has been in existence less than one year, (12 months), further financial documentation will need to be submitted. At the minimum, IRS Form 1023 will need to be submitted. Please contact CCHE to determine what is sufficient to determine financial sustainability.
- g. A list of the non-profit organization's Board of Directors and staff. (Paid and volunteer) In addition, a list of volunteers assigned to work on this project.

OR

### **FOR PUBLIC AGENCIES AND TRIBAL ORGANIZATIONS ONLY:**

(local government agencies, including cities, counties, local districts, joint powers agencies, as well as tribal organizations)

Please submit a resolution from your governing board acknowledging that your agency is applying for CCHE funding, and that the governing board will be obligated to fully support the project and will assume responsibility for its implementation and continued maintenance.

The resolution may be similar to the sample provided for non-profit organizations, or it may consist of a similar document that contains provisions to:

**\*If you are not able to submit a final, signed copy of the Resolution at the time the CCHE Grant Application is due on October 1, 2004, you must submit a copy of the unsigned final draft. All final approved resolutions must be received by November 1, 2004.**

1. Approve the filing of a CCHE Grant Application for the project to be funded from the California Clean Water, Clean Air, Safe Neighborhood Parks, and Coastal Protection Act of 2002 and;
2. Certify that the Grant Applicant has or will have sufficient funds to operate and maintain the project, and where applicable, to complete it; and
3. Certify that the Grant Applicant has reviewed, understands and agrees to the General Provisions of the Grant Agreement; and
4. Appoint the executive officer or other agent of the applying public agency to conduct all negotiations, execute and submit all documents including, but not limited to, applications, agreements, payment requests and so on, which may be necessary for the completion of the project.

## Sample Resolution for Non-profit Organizations

Resolution of the (name of non-profit organization)

Approving the application for CCHE Grant Funds for the  
California Cultural and Historical Endowment (CCHE)  
Under the California Clean Water, Clean Air, Safe Neighborhood Parks, and Coastal  
Protection Act of 2002

Name of Applicant: \_\_\_\_\_

Title of Project: \_\_\_\_\_

WHEREAS, the people of the State of California have enacted the California Clean Water, Clean Air, Safe Neighborhood Parks, and Coastal Protection Act of 2002, which provides funds to the State of California for the California Cultural and Historical Endowment (CCHE) Grant Program and;

WHEREAS, the California Cultural and Historical Endowment (CCHE) has been delegated the responsibility for the administration of the Grant Program, setting up necessary procedures; and

WHEREAS, these procedures require the Grant Applicant to certify by resolution the approval of an application before submission of the application to the California Cultural and Historical Endowment (CCHE); and

WHEREAS, if the Grant Applicant is awarded a grant, the Grant Applicant will enter into a Grant Agreement with the California Cultural and Historical Endowment (CCHE) for the Project;

NOW, THEREFORE, BE IT RESOLVED that the (name of non-profit organization)

1. Approves the filing of a CCHE Grant Application for the above project to be funded from the California Clean Water, Clean Air, Safe Neighborhood Parks, and Coastal; Protection Act of 2002 and;

2. Certifies that the Grant Applicant has or will have sufficient funds to operate and maintain the project, and where applicable, to complete the project; and

3. Certifies that the Grant Applicant has reviewed, understands and agrees to the General Provisions of the Grant Agreement; and

4. Appoints the (designated position) \_\_\_\_\_ as agent to conduct all negotiations, execute and submit all documents including, but not limited to, Applications, Agreements, payment requests and so on, which may be necessary for the completion of the project.

I, the undersigned, hereby certify that the foregoing Resolution Number \_\_\_\_\_ was duly adopted by the (name of organization) following a roll call vote:

Ayes

Noes

Absent

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Secretary/Clerk

## **CCHE Grant Application Review and Selection**

The following pages describes the sections of the CCHE Grant Application, the grant application review process, criteria to review the grant applications and schedule for selecting projects for funding.

### **CCHE Grant Application**

There are three parts to the CCHE Grant Application:

Part One -- CCHE Face Sheet and Checklist and Acknowledgement Form

Part Two -- Six Questions

The six questions are:

- |             |  |
|-------------|--|
| Question 1: | Project Description and Project Goals        |
| Question 2: | Project Audience and Needs Assessment        |
| Question 3: | CCHE Priorities                              |
| Question 4: | Project Maintenance and Public Accessibility |
| Question 5: | Tasks, Budget and Matching Requirement       |
| Question 6: | Project Team and Supporting Documents        |

Part Three - - Requested Attachments

The requested attachments are:

- |               |   |
|---------------|---|
| Attachment 1: | Visual Description of Proposed Project                              |
| Attachment 2: | IRS Determination Letter *  |
| Attachment 3: | Non-Profit Organization by-laws*                                    |
| Attachment 4: | Non-Profit Organization Articles of Incorporation*                  |
| Attachment 5: | IRS Form 990 or 990EZ or 1023*                                      |
| Attachment 6: | Non-Profit Organization's Board of Directors, staff and volunteers* |
| Attachment 7: | Copy of Resolution  |

(\*Non-profit organizations only)



## Grant Application Review Process

The CCHE Grant Application review process involves 4 steps. All complete applications will undergo a:

Step One: Administrative Review- numerical points will be assigned to each grant application based on the completeness of the application.

Step Two: Content Review- CCHE staff will consult with reviewers whose expertise spans the range of topics covered by the applications and request that reviewers provide written narrative comment to assist with the grant application evaluation.

Step Three: Staff will assign numerical points based on the comments received by the content reviewers.

Staff will also recommend a cohesive package of high-scoring projects that reflect a balancing of the goals of CCHE's multi-faceted mission. The recommendation will not be based solely on the numerical scores received, but it will also consider the need to respond to the broad purposes of CCHE.

Step Four: Staff will present their recommended package of high-scoring projects that reflect a balancing of the goals of CCHE's multi-faceted mission to the Board.

Representatives of project that are part of the package recommended by staff will have the opportunity to make short presentations. Each presentation may not exceed 5 minutes.

The Board will take public comments after the presentations.

Grant applications that were not a part of the staff package of recommendations can be brought forward by individual Board members with an explanation for why these particular grants merit additional review based on specific criteria in the grant application guidelines.

Representative of applicants brought forward by individual Board members for additional consideration will be given the opportunity to make presentations. Each presentation may not Exceed 5 minutes.

Board will then select and award the grants.

## Points Assigned to Each Grant Application

As stated above, the CCHE Grant Application review process will also require CCHE to assign a numerical points to each application. A total of 100 points is available per grant application. The total amount of numerical points available for each stage of the review process is as follows:

1.	Administrative Review	10 points
2.	CCHE Staff Review	90 points
	Total:	100 points

### **Step One-Administrative Review – Total: 10 Points**

The CCHE staff will conduct an administrative review by determining whether the CCHE Grant Application is complete. A **complete CCHE Grant Application** will consist of the following elements:

\*Section One of the CCHE Grant Application contains answers to each section of the CCHE Face Sheet, each area of the Checklist and Acknowledgment form has been initialed, and that it has also been signed and dated.

\*Section Two of the CCHE Grant Application clearly lists the answers to the 6 questions asked in this Section and that all of the page allotments have been satisfied.

\*Section Three of the CCHE Grant Application clearly identifies the 7 attachments requested.

If all the items described above are present in the application, the application is considered complete. Further, the application will receive a numerical score of up to **10 points for its completeness**. The application will then proceed to the Content Review step of the review process.

### **Step Two-Content Review**

The second step of the review process involves a content review of the CCHE Grant Applications. For each application, CCHE staff will ask at least two reviewers who possess expertise in the range of topics covered by the proposed project to evaluate each application.

The role of individuals participating in the content review is to consider the criteria stated below and provide written comment on the application's qualifications and ability to fulfill the project. They will also provide written statements to assist CCHE staff in assigning points to each question. Specifically, these individuals will be asked to comment and provide expertise on Section Two of the CCHE Grant Application. The CCHE staff will then use the comments provided by the reviewers to assign a numerical point score based on the comments received.

The CCHE staff will make the names of the individuals who will be participating in the content review process upon confirmation of their availability and clearance of conflict of interest procedures available on the CCHE Website.

### **Step Three-Staff Recommendation**

Upon receipt of the information from the content review, the CCHE staff will assign a numerical score to the applications. A maximum score of **90 points** can be assigned by staff during this Step of the review process.

CCHE staff may also request comments or additional information from CCHE Grant Applicants during this phase of the review process based on the comments and suggestions by the individuals conducting the content review.

After the numerical points are assigned to each grant application, staff will recommend a cohesive combination of high-scoring projects that reflect a balancing of the goals of CCHE's multi-faceted mission. The recommendation will be based in part on the ability of a project to demonstrate a high score based on the numerical scoring criteria, but will not be based solely on the scores received. Staff will also consider the need to carry out the broad purposes of CCHE, the need to comply with the project constraints due to the nature of Proposition 40 monies, and the ability of projects to apply for a later grant from CCHE.

In addition, the CCHE staff may recommend that projects be funded in whole or in part.

### **Point Breakdown by Question in Section Two**

The breakdown of the points used to evaluate each question in Step Two is as follows:

Question	Total Points Available
Question One-Project Description and Goals	15
Question Two-Project Audience and Project Need	15
Question Three-Priorities of CCHE	20
Question Four-Project Maintenance and Public Accessibility	15
Question Five-Budget, Goals and Match Requirement	15
Question Six-Team and Supporting Documents	10
TOTAL:	90 points

### **Criteria**

The criteria used to evaluate each question are the following:

## Question One- 15 POINTS

### Project Description and Project Goals

The applicant must describe the benefit and contributions their project will have in discussing a thread of California's culture and history in the project description.

**Project Description** illustrating benefit and contributions of the project:

- Describe a specific event that has never received state recognition and funding
- Describe a geographical location in CA with particular characteristics bringing attention to an area that has received little or no public recognition
- Describe an identifiable community in CA (past or present) that adds or enhances information about a little or unknown aspect of that community
- Describe a historical site/district of CA that symbolizes a particular era or historical period
- Describe an invention/trend founded in CA to recognize the contributions made by Californians to the US and the world
- Describe a particular event/phenomenon/lifestyle that has an impact on a community
- Describe an aspect of popular as well as high culture
- Describe forms of self-expression such as folk rituals, festivals, myths to further understand and appreciate the diversity of California's culture and history

### Project Goals

In addition to the provisions of CCHE's organic statute (AB 716), projects funded by CCHE with Proposition 40 money must meet the requirements of both the California Clean Water, Clean Air, Safe Neighborhood Parks, and Coastal Protection Act of 2002 (Proposition 40; CA Pub. Resources Code, § 5096.600 et seq.) as well as the General Obligation Bond Law (CA Gov. Code, § 16720 et seq.). The use of bond funds must also comply with federal tax law requirements.

All state expenditures are also subject to certain limitations in the California Constitution. Article XVI, section 5 of the California Constitution restricts the use of public monies for religious or sectarian purposes. CCHE staff is seeking advice from the CA Attorney General's office to provide additional guidance as to whether grants for cultural or historical projects involving religious organizations or buildings with religious affiliations are allowable, and if so, under what conditions.

Generally, eligible projects include the following:

Costs of acquisition of interests in real property that are tangible physical property, including easements.

Costs of construction of capital assets. For this purpose, "capital assets" are defined as tangible physical property that are part of an otherwise eligible construction, development or preservation project and:

- have an "expected useful life" of 15+ years;
- have an "expected useful life" of 10-15 years (limited to 10% of net bond proceeds); or
- are equipment with an "expected useful life" of 2+ years used to carry out an eligible project.

The definition of capital assets also includes major maintenance, reconstruction, demolition for purposes of reconstruction of facilities, and retrofitting work that is ordinarily done no more often than once every 5 – 15 years or expenditures that continue or enhance the useful life of the capital asset. This may, for example, include preservation activities involving tangible physical property, such as construction or major maintenance of a building that is used for physical protection and preservation of a collection of archives. Thus, while acquisition of a collection is not eligible, a capital asset expenditure that may result in the preservation of an existing collection may be.

In addition, though acquisition of equipment is not eligible, an eligible project for the purpose of continuing and enhancing the useful life of a tangible physical asset with an expected useful life of 15 years, could include, as a minor cost, the purchase of equipment with a useful life in excess of 2 years to be used in that process.

Costs of the construction of capital assets and the acquisition of real property include costs "*incidentally but directly* related to construction or acquisition" in furtherance of an otherwise eligible capital asset project, including planning, engineering, construction management, architectural, and other design work, environmental impact reports and assessments, required mitigation expenses, appraisals, legal expenses, site acquisitions, and necessary easements.

Examples of projects that are *not* eligible for funding under this program:

- Acquisition of a long-term lease
- Acquisition of personal property as the primary purpose of the grant, such as a acquisition of a collection of books, oral history recordings, or a collection of artwork
- Acquisition of equipment, such as computers or furniture
- Creation of a Website or other intellectual property
- Regular operation and maintenance costs
- Educational workshops or programs
- Production of a film or audio-visual program.

## **Question Two –15 Points**

### **Project Audience and Project Need**

Here, the applicant must describe the proposed audience that will be addressed and how the audience will be informed about this project. They must also indicate the critical needs this project will fulfill.

#### **Audience**

The intended audience can address a geographical area, community or particular cultural and historical interest as well as a specific target audience. After clearly identifying the audience, the applicant must show significant efforts to share their project with new audiences. Specifically, an example(s) illustrating the effort and depth of their commitment to reaching this audience should be provided.

#### **Need**

Applicants must also indicate why their project is important and what critical needs will the project address.

Some examples are:

- preserving a vanishing human resource
  - preserving a rare and unique artifact
  - restoring the last remaining structure of a historic district
  - restoring a historical site, property or artifact that has suffered severe deterioration or neglect
  - providing support for projects to comply with the Secretary of Interior's Standards for the Treatment of Historic Properties
  - creating and sharing an important story in the voice of the first person
  - preserving projects that "do not harm" the original integrity and significance of historic structures and districts
- 

## **Question Three-20 Points**

### **Relationship of Project to Priorities of CCHE**

This question addresses the extent to which the process addresses the priorities of CCHE, and the purpose of the Endowment under the California Cultural and Historical Endowment Act:

Priority of funding will be to:

1. Preserve, interpret, and enhance understanding and appreciation of the significant elements that add to the State's cultural, social, and economic evolution such as, but not limited to:

- \*significant events occurring in the 20th century
- \*unique identifiable ethnic and other communities
- \*culturally significant changes
- \*illustrations of California's economic strength
- \*factors contributing to the national defense activities
- \*California's living cultural heritage and folk life
- \*geologic and oceanographic history, including paleontology
- \*Native American archeology, history and culture
- \*natural history resources
- \*California history, archeology and culture

2. Preserve, document, interpret or enhance the understanding of threads of California's story and communities that are absent or underrepresented in existing historical parks, monuments, museums and other facilities.
3. Achieve careful balance geographically, among communities and organizations of large and small size, and among diverse ethnic groups.

It is the **responsibility of the applicant** to clearly demonstrate how their project fits into these priorities and subjects.

Several factors to consider in responding to this section are:

-Whether the project addresses an area of California culture and history that illustrates

- \*significant events occurring in the 20th century
- \*unique identifiable ethnic and other communities
- \*culturally significant changes
- \*illustrations of California's economic strength
- \*factors contributing to the national defense activities
- \*California's living cultural heritage and folk life
- \*geologic and oceanographic history, including paleontology
- \*Native American archeology, history and culture
- \*natural history
- \*California history, archeology and culture

-Whether a clear description of what is an absent or underrepresented story is presented. What factors should be considered?

-Whether there has been a lack of public attention and funding to a particular community or geographical location?

-Whether there has been a lack of attention of a particular era of history?

-Whether little or no public recognition has been devoted to this priority because of other factors influencing treatment and recognition of contributions.

- Whether there is a disproportionate imbalance of funding and other resources available to a particular geographical region.  
(demonstrated by utilizing statistics/census reports/general funding per region/group)
  - Whether there is a lack of diverse ethnic balance.
- 

## **Question Four-15 Points**

### **Ongoing Project Maintenance and Public Accessibility**

#### **Project maintenance**

- How the project will continue to promote its substantive project(s) after CCHE funds are exhausted.
- How applicants plan to financially maintain their project after CCHE funds are exhausted.
- How will ongoing operation and maintenance will be conducted.
- Feasibility of project success to include some type of detailed, long range plan to show how it will continue to engage public interest and attraction to the project.
- How staff will be maintained after CCHE funds are exhausted. Also, there should be some information indicating the experience and resources of staff and how this project plans to carry out the project from the beginning to its fruition.
- How CEQA compliance will be conducted. All activities funded under this grant program must comply with the California Environmental Quality Act (CEQA; CA Public Resources Code, section 21000 et seq.) and other local and state permitting requirements. If the proposed project has not yet been certified by a lead agency under CEQA, the project will need to demonstrate how it plans to comply with CEQA. Proposals may include in their budgets the funding necessary for compliance with CEQA and other legal and regulatory requirements. In some cases, including those projects for which the CCHE is the lead agency, the project will need to come back to the CCHE Board for consideration and possible approval of the CEQA document prepared for the project.

#### **Public Accessibility**

- Requirement that shows that California's historic and cultural resources are accessible to the people of California, especially traditionally underserved communities.



-Examples of accessibility can include physical as well as informational resources such as:

- \*plan to involve local community in utilizing the project
  - \*plan to create an ongoing plan to tell the story over a period of time
  - \*plans to keep the public aware and informed of the project
  - \*plans to require a charge to use the facility
  - \*plans to create certain days, times and hours of operation
  - \*plans to offer the facility to a large and diverse public audience.
  - \*Plans to create an alternative form of accessibility if the site is located on sacred land or is not readily accessible to public view and visitation.**
- 

## Question Five-15 Points

### Budget, Goals and Match Requirement

#### 1.Chart of Tasks/Budget

The applicant is asked to divide their project up into distinct project tasks. The total costs and sources of funding of the entire project must be included, as well as the task budget for tasks for which CCHE funding is requested. The applicant is also required to fill in the match section so that a clear breakdown of the entire project budget can be examined. In addition to dividing up the areas into tasks, applicants will also be required to provide a list of all the sources of funding that will be used to complete the task and what deliverable item will result from it.

The description of the tasks should be very clear and specific. One task per row should be indicated in the chart. After the task is identified, a specific budget should be assigned, i.e., how much that particular task will cost. Next, the applicant will need to state ALL the resources that will be used to pay for the task. If it is with funds other than CCHE funding, it must clearly identify the source of the funds by that granting agency/individual who contributed to the project, if the source has any particular restrictions and/or requirements as to how those funds should be used and calculated, etc. If the task will be using CCHE funds, that should also be stated. Finally, a deliverable item needs to be listed. For example, a deliverable item could be a periodic progress report, approval of permits or environmental documents, if applicable; initial architectural or building plans.

#### 2. Match

CCHE requires all applicants to comply with a 1:1 match requirement. This requirement is fairly flexible and will allow applicants to use cash and non-cash contributions for their match obligation.

In addition, applicants can also request that the match requirement be lowered to make projects realistic for underserved communities. (CA Education Code Section 20071(c).)

Here it is again up to the applicant to clearly document the reason(s) a lower match requirement is requested. Some of the reasons could include:

- The project is located in an area that is economically challenged and where fundraising activities to raise the match would be difficult, or impossible.  
(Applicant would need to cite clear statistics, referring to the median income level, population, etc)
- The project involves a community that is no longer in existence (i.e. a Native American tribe that no longer exists) and thus, raising money regarding the awareness and contributions of that particular tribe would be difficult because the general community has little or no knowledge about it
- The project involves an area where it is sparsely populated and has no justifiable means of raising awareness and money to secure the match requirement

**[Note that decisions regarding a reduction of the match requirement will be determined by the CCHE Board]**

Finally, the Board is interested in seeing that projects with substantial support from their community to fulfill the matching fund requirement. This means that the Board is interested in seeing projects make use of resources that are not entirely dependent on city, state or federal public funding.

Further, projects that received funding from Proposition 40 Opportunity Grants and those project listed in CA Public Resources Code Section 5096.652(b)and(c) will not be able to rely on this funding to fulfill their match requirement.

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## **Question Six-10 Points**

### **Project Team and Supporting Documents**

This question will review the experience, skill and knowledge of the staff involved in this project as well as organizations participating in the project.

Special consideration will be offered to applicants who work collaboratively with organizations in their community who support the need and importance of the project.

In addition, the following will be considered:

- A. Each individual working on this project should submit a maximum one page profile that lists the following:
  - clear description of duties with this project, i.e., skills and expertise that will be used
  - role and responsibility with the project
  - relationship to the applicant, i.e., employee, consultant, etc.
  - number of years that they have been affiliated with applicant
  - past accomplishments and experience in area they will be working on

B. Organizations who will collaborate/affiliate with applicant should list the following information:

- previous relationship with applicant
- years of experience in working with applicant and with this particular type of project
- brief summary of the mission of the organization
- individuals from that organization who will be involved in the project, and in what capacity

#### **Step Four -- CCHE Board Determination**

After the staff has selected a balanced package of grant applications, it will be sent to the CCHE Board to review before their meeting scheduled for November 20-21, 2004.

Staff will contact recommended applicants to inform them that they will have the opportunity to present a maximum 5-minute presentation to the Board. Staff recommended applicants who will not be able to attend the Board meeting may submit a maximum 5-minute video that staff will present at the meeting.

CCHE staff will ask that all presentations follow a uniform outline to be discussed at this meeting.

The Board will then request public comment.

At the meeting, the Board will have the opportunity to review grants that were not a part of the staff package of recommendations. As part of the request for additional review, Board members will be asked to provide the rationale for the need for the additional review based on the criteria in the grant application.

Representatives of applicants that are recommended by Board members for additional review will be given the opportunity to make presentations. Each presentation may not exceed 5 minutes and will follow a uniform outline.

The Board may take additional public comment on any application not previously addressed.

The Board will then select and award the grants reviewing the total package submitted by staff and Board recommendations. **Both successful and unsuccessful applicants may apply for future cycles of grant funds.**

In making its selection, the CCHE Board will have the discretion to consider the range of project applications as a whole in order to select a combination of projects to serve the overall interest and objectives of CCHE. Unfortunately, due to limits of Proposition 40 funding available, not all high scoring projects will be funded.

After the CCHE Board approves the grants, the CCHE Grant Applicant (now known as the Grant Recipient) will enter into a Grant Agreement (Agreement) with CCHE. This Agreement will describe the terms and conditions to receive CCHE funding. An Agreement is a legally binding document that includes the requirements of the grant recipient while receiving CCHE funding and information about how and when funds can be disbursed.

**GRANT RECIPIENTS ARE NOT ALLOWED TO INITIATE THEIR CCHE PROJECTS UNTIL A SIGNED AGREEMENT IS ISSUED BY CCHE. CCHE BOARD DETERMINATION THAT A GRANT RECIPIENT WILL RECEIVE FUNDING DOES NOT CONSTITUTE A SIGNED AGREEMENT OR AUTHORIZATION TO PROCEED.**

## Schedule for Selecting Projects

The schedule for reviewing and selecting projects for funding is shown below.

<b>Date</b>	<b>Activity</b>
September 3, 2004	Final version of CCHE Grant Application announced to the Public and posted on the Website
September 3-October 1, 2004	CCHE will accept grant applications for funding consideration
<b>October 1, 2004</b>	CCHE Grant Application Deadline (Must show postmarked date of 10/1/04 Late applications will not be accepted)
October 1-November 16, 2004	Review of CCHE Grant Applications
November 16, 2004	CCHE Staff Recommendation Announcement Made
November 20-21, 2004	CCHE Board Meets to review grant applications. Public comment will also be received at the meeting.
November 24, 2004	CCHE Board's list of grant applications to be funded will be announced.

## **General Provisions of the CCHE Grant Agreement**

The following information will be provided in all CCHE Grant Agreements. A signed Grant Agreement (Agreement) must be approved by CCHE and signed by both parties before the Grant Recipient can initiate any work under the Agreement.

### **Standard Terms of Agreement**

- a. Parties to the Agreement
- b. Project Title
- c. Term of Agreement (start and end date)
- d. Maximum Amount of the Agreement
- e. Terms and Conditions of the Agreement
- f. Purpose of Agreement
- g. Background of Agreement
- h. Communication-Authorized Representatives
- i. Conflicts of Interest-Certification
- j. Indemnification

### **Scope of Work**

- a. Project Management and Administration
- b. Work Schedule and CCHE Work Schedule Form
- c. Quarterly Reports and CCHE Quarterly Report Form
- d. Amendments
- e. Project Termination and Suspension
- f. Specific Performance
- g. Project Closeout and CCHE Final Report Form
- h. Audit and Record Access
- i. Record Retention

### **Budget Summary and Payment Provisions**

- a. Budget Summary and CCHE Payment Form
- b. Method of Payment to Grant Recipients-Reimbursement

### **Prerequisites to Grant Agreement**

- a. Resolution
- b. Approved Work Schedule and Budget
- c. Liability Insurance
- d. Standard of Professionalism
- e. Union Organizing-Certification
- f. Non Discrimination-Certification
- g. Drug Free Workplace-Certification
- h. Labor Code/Worker's Compensation-Certification
- i. Americans with Disabilities Act- Certification
- j. Air or Water Pollution Violation-Certification
- k. CEQA Compliance

### **Projects involving Real Property**

- a. Recent Appraisal Report
- b. Description of Scope of Work
- c. Copies of County Assessor's plat map
- d. Requirements regarding Grants purchasing land
- e. Copies of Construction, redevelopment or rehabilitation costs
- f. Proof of fee title, leasehold or other interest in property
- g. Willing Seller of Land
- h. Meet Secretary of Interior's Standards for the Treatment of Historic Properties and shall comply with CEQA
- i. Covenant Running with the Land
- j. Damage to Property
- k. Remedy
- l. Public Access

### **Acknowledgement of CCHE Funds**

- a. CCHE logo
- b. Language
- c. Property and equipment acquired with CCHE funds shall be used only for the purpose for which CCHE approved their acquisition

### **Audit Requirements of Proposition 40**